



DEPARTMENT OF THE NAVY  
PERSONNEL SUPPORT ACTIVITY  
937 NORTH HARBOR DRIVE  
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 11016.1C  
Code 50/A0600

22 JAN 1991

PERSUPPACT SAN DIEGO INSTRUCTION 11016.1C

Subj: CLASS 3 PLANT PROPERTY CONTROL AND INVENTORY

Ref: (a) NAVCOMPT Manual 036208

1. Purpose. To provide detailed instructions for the control and inventory of Class 3 Plant Property, as required by reference (a).

2. Cancellation. PERSUPPACTSANDIEGOINST 11016.1B.

3. Policy. Although reference (a) requires inventory of Class 3 Plant Property only once every three years, inventories shall be conducted in PERSUPPACT San Diego quarterly in conjunction with the minor property inventory.

4. Definition. Class 3 Plant Property includes all Navy-owned personal property of a capital nature having an estimated or actual initial acquisition cost of \$5,000 or more effective 1 October 1986. In order to be classified as Class 3 Plant Property, the equipment must:

- a. have an expected normal useful life of two years or more;
- b. be used in furtherance of the assigned mission of an activity, including the functions of all subordinate subdivisions thereof;
- c. not be altered beyond further use as an equipment item in performance of work within its designed capabilities;
- d. not be consumed in performance of its work;
- e. not be in an inventory account of the supply system; and
- f. not, by nature of its installation or usage, form an integral part of a Class 2 Plant Property (building) item.

5. Action

- a. Upon receipt of a Class 3 Plant Property item:

(1) Officers in charge/department heads shall notify the Comptroller of the date of receipt and serial number of the item received.

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If received from another command, a transfer document (DD1149) and a plant property card (DD 1342) should be received and sent to the Comptroller's office.

(2) If the item is new, the Comptroller shall prepare a property record card, in accordance with reference (a), assign an identification number, affix the number to the item, and provide the original property record card to FAADCPAC. If the item is transferred, the transfer document and property record card will be FAADCPAC and the original identification number retained. A copy of all property record calls will be retained by the Comptroller.

(3) A copy of the Property Record Card (DD1342) will be sent to the officer in charge/department head. The card shall be signed by the officer in charge/department head and returned to the Comptroller's office.

b. At the time of the inventory:

R) (1) The Comptroller shall furnish to officers-in-charge/department heads a listing of plant property, leased property, and loaned property assigned to their detachment/department quarterly with the Minor Property Listing.

(2) Each officer-in-charge/department head shall:

(a) Assign a responsible person to ensure that all equipment is sighted and accounted for by plant account numbers assigned or by serial number, if leased.

(b) Notify the Comptroller immediately if an item or tag is missing.

(c) Conduct a thorough walk-through of assigned spaces to ensure that items fitting the definition of Class 3 Plant Property are accounted for. If an item fitting the description of Class 3 Plant Property exists but is not tagged, the Comptroller shall be notified in writing of the nomenclature, serial number, model number, and use of the item.

(d) Submit appropriate M-L-S-R report in accordance with PERSUPPACTSANDIEGOINST 5530.1 for items unaccounted for at the completion of the inventory.

  
A. C. SICARI

Distribution:

PERSUPPACTSANDIEGOINST 5216.1E; Lists I and II